

TITLE 7 - AGRICULTURE

CHAPTER XVIII - FARMERS HOME ADMINISTRATION
DEPARTMENT OF AGRICULTURE

SUBCHAPTER S - PERSONNEL

PART 2048 - POSITION CLASSIFICATION

SUBPART B - STANDARDS AND POSITION DESCRIPTIONS

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PART 2048 - POSITION CLASSIFICATION

SUBPART B - STANDARDS AND POSITION DESCRIPTIONS

§2048.51 Position classification system.

See Federal Personnel Manual (FPM) pages 511-3 and 4, and Department Personnel Manual (DPM) for plan and definitions. See Civil Service Commission (SCS) Office of Personnel Management (OPM) "Handbook of Occupational Groups and Series of Classes," Introduction, pages 2 and 3, for explanation of the classification coding system. (Revised 3-22-85, "P" PN 680.)

§2048.52 Position classification standards.

See FPM pages 271-7 and 8 and 511-9 through 11, and DPM supplementary pages, for information on functions, development and use of classification standards and agency guides.

(a) Application. When OPM position classification standards are received, officials will make a review of the standards, duties and descriptions for positions within the standards. If changes in grade, class, title, or code are correct for nonstandard positions, start the necessary classification followthrough. If reclassification or change of standard position descriptions is correct, send recommendations to the National Office. Field recommendations will be used in the National Office to examine standards, in the Office of Personnel (OP) and the OPM, and in field offices. (Revised 3-22-85, "P" PN 680.)

(b) Files. Published standards are kept in the National, Finance, and State Offices. New standards sent by Transmittal Sheets will be kept until complete sets are made.

§2048.53 FmHA job classifications.

An FmHA job specification has a position description, qualifications standards, and standards of performance.

(a) Position description. FmHA position descriptions are either standard or nonstandard (see Subpart C of this Part). The standard of adequacy for a position description is given in the FPM, pages 511-13, and explained in OPM Personnel Management Series No. 15, "Less Paperwork in Position Classification," reference handbook. See Subpart D of this Part for form and content. Description normally will not exceed two typewritten pages. (Revised 3-22-85, "P" PN 680.)

(b) Qualification standards. OPM Handbook X-118, "Qualification Standards for Classification Act Positions," is kept in each FmHA Employment Office.

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Qualification standards for one position are not prepared unless there is no qualifications standard in Handbook X-118 that applies. A qualifications standard must then be prepared in the Employing Office, using the appropriate Regional CSC Examination Announcement or National Office advice. (Revised 3-22-85, "P" PN 680.)

(1) For a nonstandard position, the original and one copy of the qualifications standard will be prepared and attached to Form AD-332, "Position Description," on file in the Finance or State Office, and the National Office.

(2) Special qualifications standards for standard positions are sent out by the National Office. (Revised 3-22-85, "P" PN 680.)

(c) Standards of performance. Standards of performance for all standard positions and some nonstandard positions are sent from the National Office. They are used for State, District, and County positions. Standards of performance for all other nonstandard positions are prepared in the Finance or State Office. (See RD Instruction 2060-A.) (Revised 3-33-85, "P" PN 680.)

§2048.54 FmHA State Job Specifications Manual (JSM).

Printed copies of each standard position description, standardized portions of position descriptions, and standards of performance for State, District, and County Positions are sent to each State Office by JSM Change Notice. These releases are kept in an FmHA State JSM. The Manual copy of a standard position description adds to the Form AD-332 classification record kept under Subparts D and I of this Part.

(a) System of filing. Specifications materials are filed in the Manual by class code number and standard job (SJ) identification number. Each sheet of a Job Specification release has the class code typed at the top of the page. A complete "INDEX" listing the JSM contents in the order of proper filing starts the Manual. A marginal tab showing the series and grade symbol is used on a blank sheet placed between each class (for example 312-3 and 475-71). Change pages must be kept for three years.

(b) Getting supplies. Specifications materials in the Manual are ordered on a Checklist. The Checklist is sent in an original only to the National Office, Attention: Personnel Division.

§2048.55 Working titles.

Working titles can show the functions or organizational units of positions better than the official OPM class titles. (See General Introduction to OPM Position Classification Standards.) Any working title is entered in items 15 and 16 of Form AD-332 for the position. If these items are "blank" it shows that the official class title is also used as the working title. (Revised 3-22-85, "P" PN 680.)

§2048.56 Standardized position title abbreviations.

A U.S. Department of Agriculture (USDA) handbook, "Standard Abbreviations of Position Titles for MODE Purposes," is kept in each employment office. These standardized abbreviations must always be used to show official and working titles. There are no exceptions.

(a) Only abbreviations listed in the handbook are allowed. For a word not listed which is part of the official or working title of a position, send a request for approval to the National Office, Attention: Personnel Division. The request can be for approval of an abbreviation for the word, or for the use of the word without abbreviation. This must be done before the word is used on an official classification or employment form.

(b) No punctuation will be used on any forms when using approved abbreviated titles. One typewriter space must be allowed between abbreviations. No official or working title can go over 38 spaces when abbreviated. Make a count of the spaces between the abbreviations. Spaces are not in the count before the first word or after the last word of a title. The 38-space maximum applies to only official and working titles individually, and not both. The schedule and grade are not in the 38 spaces for an official position title on MODE input documents. The schedule and grade are put in separate blocks. If an official or working title goes over 38 spaces when abbreviated, the problem must be sent to the National Office, Attention: Personnel Division.

§2048.57 Position number system.

Each FmHA position has a position number. Each position number can be used only once. If a position is abolished, the position number for that position cannot be assigned to another position.

(a) For State organizations, each position number has State code letters and the serial number assigned to the position (for example, TX500, TX501, and TX503). Do not use a space or hyphen between State code letters and number. State code letters are:

| | | | | | |
|----|---|-------------|----|---|-----------|
| AK | - | Alaska | HI | - | Hawaii |
| AL | | Alabama | ID | - | Idaho |
| AZ | | Arizona | IL | - | Illinois |
| AR | - | Arkansas | IN | - | Indiana |
| CA | - | California | IA | - | Iowa |
| CL | | Colorado | KS | - | Kansas |
| CT | | Connecticut | KY | - | Kentucky |
| DE | | Delaware | LA | - | Louisiana |
| FL | | Florida | ME | - | Maine |
| GA | | Georgia | MD | - | Maryland |

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| | | | | | |
|----|---|----------------|----|---|----------------|
| MA | - | Massachusetts | OR | - | Oregon |
| MC | - | Michigan | PA | - | Pennsylvania |
| MN | - | Minnesota | PR | - | Puerto Rico |
| MS | - | Mississippi | RI | - | Rhode Island |
| MO | - | Missouri | SC | - | South Carolina |
| MT | - | Montana | SD | - | South Dakota |
| NB | | Nebraska | TN | - | Tennessee |
| NV | | Nevada | TX | - | Texas |
| NH | - | New Hampshire | UT | - | Utah |
| NJ | | New Jersey | VT | - | Vermont |
| NM | - | New Mexico | VA | - | Virginia |
| NY | - | New York | VI | - | Virgin Islands |
| NC | - | North Carolina | WA | - | Washington |
| ND | - | North Dakota | WV | - | West Virginia |
| OH | - | Ohio | WS | - | Wisconsin |
| OK | - | Oklahoma | WY | - | Wyoming |

(b) A separate list of position numbers is kept for County Committeemen. Each position number has the State code letters, CC for County Committeeman, and the serial number assigned to the position (for example, TXCC1, TXCC2).

(c) National and Finance Office positions are given position numbers in order, with no prefix letters.

(d) When a standard position is classified in the National Office, a standard job (SJ) identification number is given (for example, SJ28, SJ40). This SJ number must be put on personnel records and forms when there is a standard position. On classification and personnel action forms, the SJ number is in a block separate from the block with the position number given under paragraph (a) of this section. (For example, see Exhibits E, G, and M of Subpart D of this part.)

§2048.58 Functional classification codes for scientists and engineers.

Section VI of the Introductory material to Position Classification Standards has a system of functional classification codes for scientists and engineers. The Classification Branch, Personnel Division has given a code to FmHA positions under this system. Exhibit A shows State and County Office positions, and Exhibit B shows National Office positions. Finance Office positions are not affected.

(a) On classification and personnel action forms, the functional classification is shown in the functional portion of the block with the occupational series code. (See Exhibits G and M of Subpart D of this Part.)

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(b) On the Position Identification Strip of the Service Control File, write in ink the functional classification code above the series number for these positions.

§2048.59 - 2048.100 (Reserved)

Attachments: Exhibits A and B
Exhibit B (National Office only)

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STATE AND COUNTY OFFICE POSITIONS AFFECTED BY
FUNCTIONAL CLASSIFICATION CATEGORIES

GS-475 Agricultural Management Series

92 Management

SJ95, 96 Chief, Farmer Programs

91 Planning

Nonstandard Assistant to State Director

SJ97, 98, 99

100, 101, 102 Farmer Programs Specialist

Nonstandard Farmer Programs Assistant GS-9

94 Technical Assistance and Consulting

Nonstandard District Director

SJ137 District Director

Nonstandard State Supervisor for Alaska and Hawaii

Nonstandard Alaska Supervisor GS-11

Nonstandard Assistant Alaska Supervisor GS-9

SJ65, 69, 5 County Supervisor

SJ66, 46, 3 Assistant County Supervisor

GS-493 Home Economics Series

94 Technical Assistance and Consulting

SJ50, 51, 120 Home Supervisor

GS-808 Architecture Series

94 Technical Assistance and Consulting

SJ107, 108 Architect GS-11 and GS-12

22 Construction

Nonstandard Architect GS-7 and GS-9

Exhibit A, pg 2 not automated see manual

NATIONAL OFFICE POSITIONS AFFECTED BY
FUNCTIONAL CLASSIFICATION CATEGORIES

GS-110 Economist Series

91 Planning

Agricultural Economist
Economist

GS-475 Agricultural Management Series

92 Management

Associate Administrator
Deputy Administrator - Program Operations
Assistant Administrator - Farmer Programs
Director, Farm Real Estate Loan Division
Director, Farm Production Loan Division
Director, Emergency Loan Division

91 Planning

Assistant to Administrator
Assistant Loan Officer
Operating Loan Officer
Farm Real Estate Loan Officer
Farm Production Loan Officer
Loan Officer

93 Teaching and Training

Foreign Nationals Officer

94 Technical Assistance and Consulting

Agricultural Management Specialist (FC Jobs)

(Distribution: Washington, D. C. only)

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GS-801 General Engineering Series

91 Planning

Engineer General

GS-808 Architecture Series

91 Planning

Architect

GS-810 Civil Engineering Series

91 Planning

Civil Engineer

GS-819 Sanitary Engineering Series

91 Planning

Sanitary Engineer

GS-890 Agricultural Engineering Series

91 Planning

Agricultural Engineer